**Carleton College**

**Request for a Personal Leave of Absence**

**(Non-FMLA)**

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervisor’s name

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee’s name

I am requesting a personal (non-FMLA related) leave of absence

from \_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_

Leave will be \_\_\_\_full time \_\_\_\_part time or intermittent (if part time or intermittent please provide details) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As required I will use my sick, vacation or floating holiday accruals during my personal leave of absence (as applicable with leave policies). My current accruals as of this date are: \_\_\_\_vacation\_\_\_\_ floating holiday \_\_\_\_ sick (unpaid time has to be approved by a supervisor). My plan is to use the following accruals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand this personal leave of absence, if approved by my supervisor, can be revoked if this leave becomes no longer operationally feasible for my department at Carleton College. In addition, a personal leave is not a protected leave an offers no job protection upon my return.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

As supervisor of this employee I have \_\_\_\_approved \_\_\_\_ not approved this request for

a personal leave of absence.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

**\*\*Please distribute the signed copy to Karyn Jeffrey in HR to process.\*\***

If your leave is 6 months or less, your benefits will remain intact as long as you continue to pay the employee share of the benefit premiums in which you are enrolled. If your leave should exceed beyond 6 months, you will need to pay the entire premium. If this leave is unpaid, arrangements for payments of deductions must be made through the Human Resources office. Under no circumstances are leaves to exceed a rolling 12 month period.